ROUTING AND RECORD SHEET SUBJECT: (Optional) Recommended Objectives for DDA Overtonia Diamin G. 6						
Recommended (Third Quart	Objectiv er FY-19	res for 1 184)	DDA Quar	terly Planning Conference		
Intormation and Manage Staff -	ement Su	pport	EXTENSION	NO. DATE		
				19 June 1984		
IO: (Officer designation, room number, and building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from what to whom. Draw a line across column after each comments.)		
1. AD/L		421	w	Attached for your review and approval are recommended topics		
2. EO/OL	2	1/6	Au	for the third FY-1984 Quarterly Objectives Review with the DDA, scheduled for 25 July 1984. In		
3. AEO/OL		4/22	pw	addition to the normal objectives reporting, the DDA has requested that OL report on any efforts 1		
OL/IMSS				within OL that are aimed at pro- viding information/education for		
5.				Agency employees. A list of all such efforts, existing and planne is currently being assembled for		
6 .				your review. Also, for the purpo of publishing an agenda for the conference we will need to know		
7. Г				who will brief the DDA on these efforts.		
8.						
9.						
10.				NOLL (5)		
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RECOMMENDED OBJECTIVES FOR THE DDA QUARTERLY CONFERENCE (THIRD QUARTER FY-1984)

OBJECTIVES RECOMMENDED

Complete Basic Operational Capability of the Digital Prepress System

Implement the DDA's "Quality of Life
Program"

Establish Overseas Personal Computer Capabilities

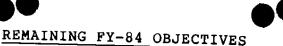
Develop and Implement a NOMAD Based Management Information System in P&PD

Resolve Issues of Agency Takeover of M&O of Headquarters Facilities from GSA

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- -- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- -- Develop formalized "professionalism" program within OL for both blue and white-collar workers.
- -- Develop and implement the Logistics Integrated Management System (LIMS).
- -- Strengthen and expand personnel management support in OL.
- -- Convert General Provisions used in Agency contracts from DARS to FARS.
- -- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- -- Complete implementation of a more effective Vehicle Dispatch Plan.
- -- Implement corrective action to customer surveys in LSD.
- -- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- -- Implement corrective action to problems uncovered in the P&PD customer services questionnaire.
- -- Expand personnel exchange program with external agencies.
- -- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

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	Develop and disseminate take appropriate action	customer survey questionnaires and to respond to customer comments.
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